

ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Director of Training and Education

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Special Running of the Supervisory Counseling Course

1. Action: Your approval for a special running of the Supervisory Counseling Course for selected employees of the Office of Personnel (OP).

2. Background: It is our understanding that the Supervisory Counseling Course has been cancelled pending a redesign of the management training program. At the present time, however, OP has some 36 employees in grades GS-07 through GS-12 in need of the specific training provided in the Supervisory Counseling Course. These employees are typically involved in employee counseling and interviewing and/or have first-line supervisory responsibilities. Although we have attempted to address this need through external training, a special running of the Supervisory Counseling Course would appear to be the most efficient and cost effective approach. This subject has been discussed with [ ] of your office and, subject to your approval, he has agreed to arrange one special running of the course by September 1986. Employees with first-line supervisory responsibilities would be given first priority to attend a special running of the course.

3. With your approval, we will proceed with the course arrangements. If further information is needed, please contact [ ] OP Training Officer, on [ ]

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Robert W. Magee

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APPROVED:

[ ]

Director of Training and Education

21 JUL 1986

Date

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